

**Filing an Affidavit.**

**STEP 1** Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Miscellaneous**.



**STEP 2** The **Case Number** screen displays.

A screenshot of the 'Case Number' screen. It has a title bar 'Case Number' and a text input field containing '04-20077'. Below the input field are two buttons: 'Next' and 'Clear'. A mouse cursor is hovering over the 'Next' button.

- ◆ Enter the case number.
- ◆ Click on the **Next** button.

**STEP 3** The **select type of document being filed** screen displays.

A screenshot of the 'select type of document being filed' screen. It features a list box with the title '20 Largest Unsecured Creditors'. The list contains: 'Addendum', 'Affidavit', 'Amended Certificate of Service', 'Amended Conversion Schedules', 'Amended Schedules/Statements', 'Amended Voluntary Petition', and 'Certificate of Service'. 'Affidavit' is selected. Below the list box are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Next' button.

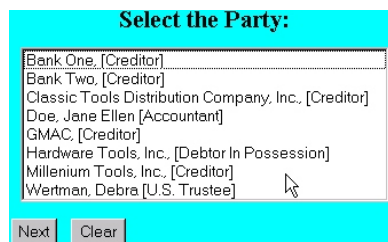
- ◆ Scroll the options to highlight **Affidavit**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.

A screenshot of the 'Joint filing with other attorney(s)' screen. It has a title bar 'Joint filing with other attorney(s)'. Below the title bar is a checkbox that is checked. At the bottom are 'Next' and 'Clear' buttons. A mouse cursor is pointing at the 'Next' button.

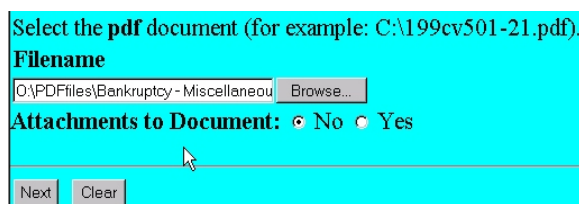
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



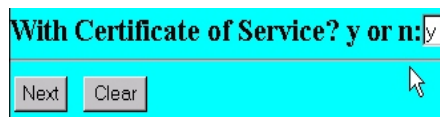
- ◆ Click on the party's name, then click on the **Next** button .

**STEP 6** The **Select the pdf document** screen displays.



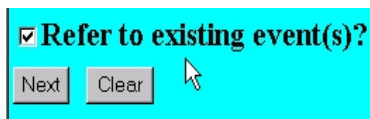
- ◆ Type the path and file name in the blank box, or click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

**STEP 7** The **Certificate of Service** screen displays.



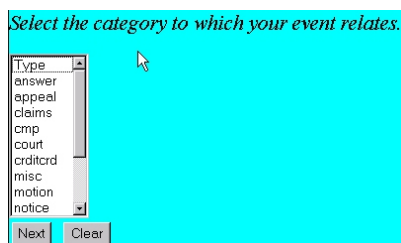
- ◆ Type a lowercase 'y' if your document includes a Certificate of Service; type in a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 8** The **Refer to existing event(s)?** screen displays.



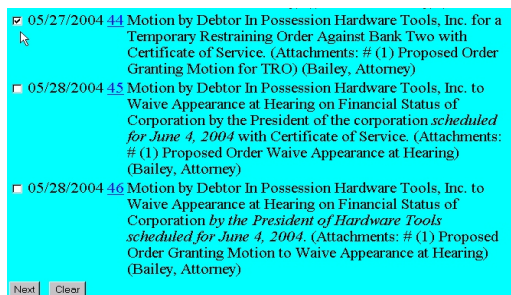
- ◆ Check the box and click on the **Next** button.

**STEP 9** The **Select Category** screen displays.



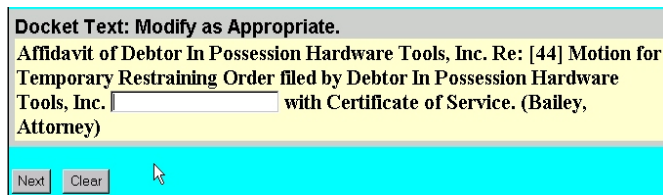
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

**STEP 10** The screen showing all related documents pertaining to the category chosen in **Step 9** is displayed.



- ◆ Click in the box to the left of the motion(s) to which the **Corrected Image** refers.
- ◆ Click on the **Next** button.

**STEP 11** The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Insert additional text if appropriate, then click on the **Next** button.

**STEP 12** The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.

**Docket Text: Final Text**

Affidavit of Debtor In Possession Hardware Tools, Inc. Re: [44] Motion for Temporary Restraining Order filed by Debtor In Possession Hardware Tools, Inc. with Certificate of Service. (Bailey, Attorney)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.

**STEP 13** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

**Notice of Electronic Filing**

The following transaction was received from Bailey, Attorney J. entered on 6/25/2004 at 11:11 AM EDT and filed on 6/25/2004

**Case Name:** Hardware Tools, Inc.  
**Case Number:** [2:04-bk-20077](#)  
**Document Number:** [49](#)

**Docket Text:**  
Affidavit of Debtor In Possession Hardware Tools, Inc. Re: [44] Motion for Temporary Restraining Order filed by Debtor In Possession Hardware Tools, Inc. with Certificate of Service. (Bailey, Attorney)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** O:\PDFfiles\Bankruptcy - Miscellaneous.pdf  
**Electronic document Stamp:** [STAMP bkecfStamp\_ID=1019576470 [Date=6/25/2004] [FileNumber=13948-0]]